



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 9

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April 25, 1990

An Open Letter from the Public Printer

Dear Depository Librarian:

It is a great pleasure for me to write to you this first time. As I become more and more familiar with my responsibilities as Public Printer, I am increasingly impressed with the hard work and dedication I see exhibited by all those whose efforts support the Depository Library Program (DLP). I have already learned that you, who work closely with our Library Programs Service (LPS), belong to that category of committed individuals. Your devotion to providing the American people with access to the wealth of Government information is widely recognized. The partnership formed between LPS employees and you in the library community unquestionably makes the DLP one of our government's finest programs of service to all citizens.

At this particular time, all of us in the information business have a special reason to be enthusiastic about the benefits our efforts can produce with the aid of advanced information technologies. The 1990 Decennial Census, for example, could well develop into a model for the effective application of CD-ROM technology to an entire class of Government publications. As you know, Decennial Census products are among the Nation's most important statistical reporting tools, having far-reaching social, political, and economic consequences. The utility of these tools should be considerably amplified in CD-ROM format, thus enabling depository libraries to better serve data users across the country.

I look forward to the upcoming Depository Library Council meeting in Scottsdale, AZ. Not only will it give me the opportunity to gain first hand from the advice and knowledge of Council members, but it will provide me a chance to meet with many of you personally. I share the deep commitment to public service which you in the library community so vividly display in your day-to-day efforts. You have my support for the continued development of the Depository Library Program, as I know we at the GPO have yours.

ROBERT W. HOUK
Public Printer

Agenda, Spring 1990 Meeting Depository Library Council to the Public Printer

April 25 - 27, 1990

Scottsdale Hilton, Phoenix, Arizona

A.M.

Wednesday, April 25

8:45 - 9:10	Welcome/Announcements	Ridley Kessler, Council Chair/ Arlene Bansal, Deputy Director, Arizona Dept. of Library, Archives & Public Records
9:10 - 9:25	Remarks	Robert W. Houk, Public Printer
9:25 - 9:45	Superintendent of Documents Update	Don Fossedal, GPO
9:45 - 10:00	Legislative Update	Richard Barnett, GPO
10:00 - 10:15	Break	
10:15 - 10:25	Library Programs Service Update	Mark Scully, GPO
10:25 - 10:35	ACSYS Update	Bonnie Trivizas, GPO
10:35 - 10:50	Update on Current Issues Affecting Documents	Susan Tulis, Chair, GODORT
10:50 - 11:10	LPS Information Technology Update	Jan Erickson, GPO
11:10 - 11:30	Depository Services Staff Update	Joe McClane, GPO
11:30 - 12:00	Joint Committee on Printing Update	Anthony Zagami, JCP
12:00 - 1:30	Lunch	

P.M.

1:30 - 2:00	Cataloging Update and GPO Cataloging Improvement Strategies	Gil Baldwin, GPO
2:00 - 2:30	DOE Pilot Cataloging Project & Cooperative Cataloging of Technical Reports	Janice Blanton, DOE/OSTI
2:30 - 3:00	21st Century Decennial Planning Staff	Sandra Rowland, Census Charles R. McClure, Peter Hernon

Thursday, April 26


A.M.

8:45 - 9:00	Announcements	Ridley Kessler, Council Chair
	State of Government Publications Cataloging	
9:00 - 9:15	Update on Pre-1976 Cataloging Project	Connie Kirby, Oklahoma State University
9:15 - 9:45	Matching Depository Receipts Against GPO Tapes	Margaret Mooney, U.C. Riverside Library
9:45 - 10:00	Break	
10:00 - 10:15	GPO Guidelines for Online Processing of Depository Documents	Joe McClane, GPO
10:15 - 10:30	Online Processing New Receipts in NOTIS System / OCLC Tape Profiling for Regionals	Gary Cornwell, University of Florida
10:30 - 10:45	GOVDOX and OCLC Tapes for Online Processing New Receipts	Peggy Walker, Florida Atlantic University
10:45 - 11:00	DataPerfect and Marcive Tapes for Online Processing New Receipts	Beverly Norton, Brigham Young University
11:00 - 11:15	Labeling Depository Receipts and Catalog Cards	Hugh O'Conner, University of Maryland
11:15 - 11:45	Questions & Answers	Speakers
11:45 - 1:15	Lunch	

P.M.

1:15 - 3:00	Open Forum	David Cobb, Council Chair-Elect
3:00 -	Council Work Session	


Friday, April 27		
A.M.		
8:45 - 9:00	Announcements	Ridley Kessler, Council Chair
9:00 - 9:45	Council Reports and Discussion	
9:45 - 10:00	Break	
10:00 - 11:30	Council Recommendations	
11:30 - 12:00	Council Elections, Conclusions	
12:00	Adjourn	

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Let Us Know if You Want to Buy the Bound Congressional Record

The Superintendent of Documents maintains a standing order for the bound Congressional Record. Once the copies are printed they are sold through the Sales Program. The most current volumes now in the process of being released are Volume 133 (1987) and Volume 134 (1988). Current volumes of the Record have averaged \$51 per part and average 25 to 30 parts per volume. It is essential that the Director of the Sales Program know as soon as possible of any increased demand, since the number of copies requested on the standing printing orders can be increased only at certain times throughout the year. If you will be purchasing additional copies of the bound Record, please notify the GPO Sales Program at this address:

Director, Documents Sales Service
U.S. G.P.O.
Stop SS
Washington, D.C. 20402

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Members, Depository Library Council To the Public Printer As of April 1, 1990

Mr. Ridley R. Kessler, Jr.
Chairperson
Regional Documents Librarian
BA/SS Department - Documents
CB #3912 Davis Library
University of North Carolina at
Chapel Hill
Chapel Hill, North Carolina 27599
(919) 962-0484

Ms. Prudence Adler
Communication Officer
Association of Research Libraries
1527 New Hampshire Avenue, NW
Washington, DC 20036
(202) 232-2466

Mr. Erminio D'Onofrio
Head, Documents Section
New York Public Library - Rm. 225
Fifth Avenue & 42nd St.
New York, New York 10018
(212) 930-0586

Ms. Janet Fisher
Head, Documents & Maps Section
Arizona Department of Library,
Archives and Public Records
1700 W. Washington, State Capitol
Phoenix, Arizona 85021
(602) 542-4445

Ms. Sally Holterhoff
Documents Librarian
Valparaiso University Law Library
Valparaiso, Indiana 46383
(219) 465-7866

Mr. David Cobb, **Chair-Elect**
Librarian & Professor/Library
Administrator - University of Illinois
418 Main Library/General Services
Map & Geography Library
1408 West Gregory Drive
Urbana, Illinois 61801
(217) 333-0827

Ms. F. Anne Diamond
Library Administrator
Library of Michigan
Government Documents Service
717 West Allegan St.
P.O. Box 3007
Lansing, Michigan 48909
(517) 373-1307

Mr. Robert Dugan
State Librarian
Delaware Division of Libraries
43 S. DuPont Highway
Dover, Delaware 19901
(302) 736-4748

Ms. Juli Hinz
Head, Documents Division
University of Utah
Marriott Library
Salt Lake City, Utah 84112
(801) 582-8394

Ms. Christine Kitchens
Head, Government Documents Dept.
Broward County Main Library
100 S. Andrews Avenue
Fort Lauderdale, Florida 33301
(305) 357-7444

Ms. Maria Teresa Marquez
Assistant Department Head
Government Publications Dept.
University of New Mexico
General Library
Albuquerque, New Mexico 87131
(505) 277-0582

Ms. Sioux Plummer
P.O. Box 21626
Juneau, Alaska 99802
(907) 465-2200

Ms. B. J. Swartz
Librarian-Education & Research Library
University of Medicine & Dentistry of
New Jersey
401 Haddon Ave.
Camden, New Jersey 08013-1505
(609) 757-7740

Ms. Judith Russell
Mead Data Central
9393 Springboro Pike
P.O. Box 933
Dayton, Ohio 45401
(513) 865-1816

Mr. Philip Van De Voorde
Head, Information Services Dept.
Iowa State University Library
Ames, Iowa 50011
(515) 294-3643



Depository Services Staff Update

The formation of the Depository Services Staff (DSS) was announced in Administrative Notes, Volume 11, Number 7, on March 31, 1990. The staff combines the editorial functions of the Federal Depository Library Program with the depository liaison functions (inspections, biennial survey, workshops, etc.) traditionally performed by the Inspection Team. The DSS consists of a Chief (Joseph McClane), four Library Inspectors (Ved Gulati, Joseph Paskoski, Jane Bartlett and Mike Clark), a Publications Librarian (Marian MacGilvray), a Congressional Designations Specialist (John Tate), and an Administrative Assistant (to be appointed).

Having one individual coordinate all Federal Depository Library Program editorial functions will ensure that these projects receive the long range planning and attention that such publications require. As many of these projects were initiated in the Inspection Team, and as many of these editorial functions are mutually complementary to current inspection team duties, the combining of the depository liaison and editorial functions in one unit should be extremely effective.

Publications

Transmittal number 2 of the Federal Depository Library Manual was distributed to all depository libraries in March. This will be the last transmittal of the current edition of the Manual. DSS has begun working with the Depository Library Council on a total revision of the Manual which will be issued in a separate binder next year.

No revision is planned for the Instructions to Depository Libraries in the near future. Some additional publications relating to depository designations will be printed next year, however. One of the charges of the Publications Librarian is to streamline the production of all Federal Depository Library Program publications.

Inspections

Due to budget constraints, funding for inspection trips has seen a significant drop in fiscal year 1990. Therefore, fewer depositories will be inspected during FY 1990 than in previous years. In the first six months of FY 1989, 173 libraries were inspected; in the first half of FY 1990 only 124 libraries were inspected. Based on projections, the second half of the fiscal year will see an even greater decline from previous years in the number of libraries inspected. As a result of more efficient scheduling of inspection trips, DSS has held the line on costs per inspection in the face of rising transportation and per diem charges. GPO has asked for full funding for inspections in FY 1991, which begins on October 1, 1990.

The revised inspection form has received positive reviews from the library community for its accuracy and for its focus on the fundamentals of depository operations. Ratings with the new form tend to be slightly lower, resulting in a slightly higher probation rate of 4%, compared with 3% previously.

As no major changes are anticipated in the Instructions, the present format should not change much in future years.

The advent of laser printers in the DSS will enable the inspection report (narrative, scoring sheets, etc.) to be entirely composed and printed via PC and laser printer. Improved technology will increase the efficiency of processing reports, reduce clerical tasks, and give the report a much more professional appearance.

Biennial Survey

Per Council's recommendation, statistical summaries, by state, of the 1989 biennial survey were distributed via Administrative Notes in early April. Future issues of Administrative Notes will carry similar statistical summaries by type of library and other descriptors. Planning for the 1991 Biennial Survey is already well underway. In the interests of consistency, the information requested in the 1991 survey will be exactly the same as in the 1989 survey. DSS is exploring methods by which data entry and manipulation can be made less labor intensive.

Administrative Notes

DSS is currently publishing a series on depository rights and responsibilities. Articles in this series cover such topics as bibliographic control, collection development, public access and other issues of concern to the federal depository library community. DSS has just completed its second survey of depository FAX capability. The results of this survey will be published in Administrative Notes in late spring, 1990.

This past year has seen a record number of submissions to the "Readers Exchange" column in Administrative Notes. In a similar vein, plans are now underway to provide a list of documents librarians who have volunteered to be mentors for documents librarians who are planning to incorporate their depository's holdings in an online catalog.

Seminars, Workshops and Outreach

Whenever possible, one-day offsite workshops have been given by inspectors in conjunction with inspection trips. These workshop presentations are currently being upgraded. By fall of 1990, DSS will be able to offer to the depository community revised slide/tape shows on LPS operations.

The Third Annual Interagency Depository Seminar was held during the first week in April. The seminar was filled almost as soon as it was announced and there was a long waiting list of potential attendees. In three short years, the seminar has become the principal government information seminar in the Washington, DC area. GPO plans to host a fourth seminar in the spring of 1991.



Cataloging Branch Developments

New Cataloging Tape, More Staff, Cooperative Subject Heading Project with LC

On March 12, 1990, the third prototype version of the new GPO Cataloging Tape was delivered to the Library of Congress Cataloging Distribution Service (CDS) for testing and evaluation. GPO's programming staff has been very responsive in developing quick program fixes to satisfy the CDS requirement that the tapes be in the USMARC format. CDS has now completed its tests and polled its customers. Susan M. Tarr, Chief of CDS, has advised LPS that a subscription service for the new GPO Cataloging Tapes will be initiated in January, 1991. Concurrently, the old Monthly Catalog Tape service will be discontinued, ending with the December 1990 issue data.

Staffing is greatly improved in the Cataloging Branch. As of March 30 we have twenty catalogers on board, and two more have been selected but have not yet reported. This is up from only fourteen catalogers at the end of September, 1989. We are very happy with the caliber of people we have been able to recruit using the direct hire authority, which also speeds up the recruitment process significantly. The new staff members are quickly ascending the learning curve and making a positive impact on cataloging production.

The Cataloging Branch is approaching completion of the plan to phase out all of the local authority files. Our goal is to use only those access points which have been

verified and contributed to the developing national authority system. Currently all personal, corporate, and conference names, series, and topical Library of Congress subject headings used by LPS are available in the national authority files.

The most recent effort to fully automate our name authorities concerns our internal subject authority file, which consists primarily of geographic headings. LPS has just initiated a pilot project with LC's Subject Cataloging Division which will enable us to establish geographic subject authority headings. After verification, LC will add the headings to the LC automated subject file. LPS and the National Library of Australia are the only institutions in the world to engage in a cooperative subject authority project with LC.

In March the LPS catalogers received three days of intensive subject training from LC experts. The sessions covered LC subject cataloging philosophy and the particulars of establishing geographic names, and provided a general update of our subject cataloging skills.



Acquisitions and Classification Section Highlights

During the summer of 1989, the classification function of the Classification and Cataloging Branch, and the acquisition function of the Depository Administration Branch were merged into the new Acquisitions and Classification Section (ACS) within the Depository Administration Branch. The merger is successful.

Thirteen Publications Management Specialists (PMS) are assigned to the ACS. Two work exclusively with serials and the remainder are assigned to four or five federal agencies each. Priorities are assigned within the section's two main functions of acquisitions and classification.

Within acquisitions, the first priority is to answer requests from issuing agencies for the number of copies of publications required for the Depository Library Program. Second, the staff must respond promptly when GPO Form 3868s, Notification of Intent to Publish, are faxed from GPO's Regional Printing Procurement Offices. These 3868s require research so that the correct quantity for printing may be ordered.

As a third priority, the staff must initiate "back to press" orders. These are required when documents were previously ordered for the Depository Library Program or were classed for the Publications Reference File, but a full distribution quantity for depository libraries was not received. Letters to issuing agencies are prepared for those publications for which either one copy or no copy was received, when the publications were not printed through GPO. Finally, the staff takes appropriate action based on letters from the depository community of the "whatever happened to" variety.

Within the classification function, the first priority is to assign the SuDocs class number for those publications which will appear on a shipping list. Second, the staff classes publications for the Sales Program and inputs the item number and class number into the on-line Publications Reference File.

A third priority is to process the tubs of mail, including many duplicate documents, that LPS receives daily. Fourth, as the staff has time, the backlog of letters and unclassified books is processed.

At the beginning of fiscal year 1990, there were over 6,000 unclassified titles and over 1,600 unanswered pieces of correspondence. The staff has worked overtime at least one Saturday per month to reduce the unclassified book backlog to 1,500 and the unanswered letters to 500.

The majority of books in the backlog are too old to be reprinted cost effectively if they were first printed through GPO. Agencies, after a short time, no longer have quantities of their publications and LPS cannot legally reprint a publication that was never printed by GPO. Therefore, in order for the backlogged publications to be distributed to depository libraries, they will be converted to microfiche first and then cataloged for the Monthly Catalog.

The classification inquiry letters are also years old. Rather than issue individual responses to libraries, particularly when lots of libraries reported the same error, the backlog has been processed in the following way: corrections have been made to the Monthly Catalog and OCLC; correction shipping lists have been distributed; and/or the information has appeared in the "Update to the List of Classes."

In the past few months, LPS staff have visited three regional printing operations in order to learn first hand how inter-dependent our procedures are. LPS staff discovered that previously there had been a certain amount of mutual misunderstanding and miscommunication regarding the ordering process and the Depository Library Program requirements. As a result of these visits, more 3868s have been faxed to LPS. The end result will be fewer "fugitive documents."

There is a need for a brief summation of the SuDocs classification system for use by patrons, library school students, documents assistants, etc. To that end, a revision to the Explanation of the Superintendent of Documents Classification System, last issued in 1979, is planned for summer 1990. In addition, as a result of the merger and training of staff, it is evident that an update to the GPO Classification Manual is needed. A revision is planned for late 1990.



The Microfiche Situation, Spring 1990

[This article updates information which appeared in more depth in Administrative Notes, v.10, #21, 10/16/89, pp. 15-19]

There is good news and bad news. The bad news is that there is still a microfiche backlog and there will be one for the foreseeable future. The good news is the backlog is diminishing and more contracts are running smoothly.

The bad news: during the fall of 1989, there was a replay of late 1988 and early 1989. Solicitations for bids for the conversion of Congressional materials to microfiche appeared in Commerce Business Daily. There were a number of bidders on these contracts and each failed the pre-award tests. The contracts were readvertised and more pre-award tests were conducted.

The good news: these new contracts are running smoothly.

The bad news: last spring and summer, there were so many contracts operating that publications had been converted to microfiche and inspected but LPS could not process the fiche, type and proofread the shipping lists, and distribute them fast enough. A backlog of microfiche awaiting shipment resulted.

The good news: that backlog has been reduced to only one month's work. More titles and copies have been distributed in March 1990 than in several years (see graphs on next page).

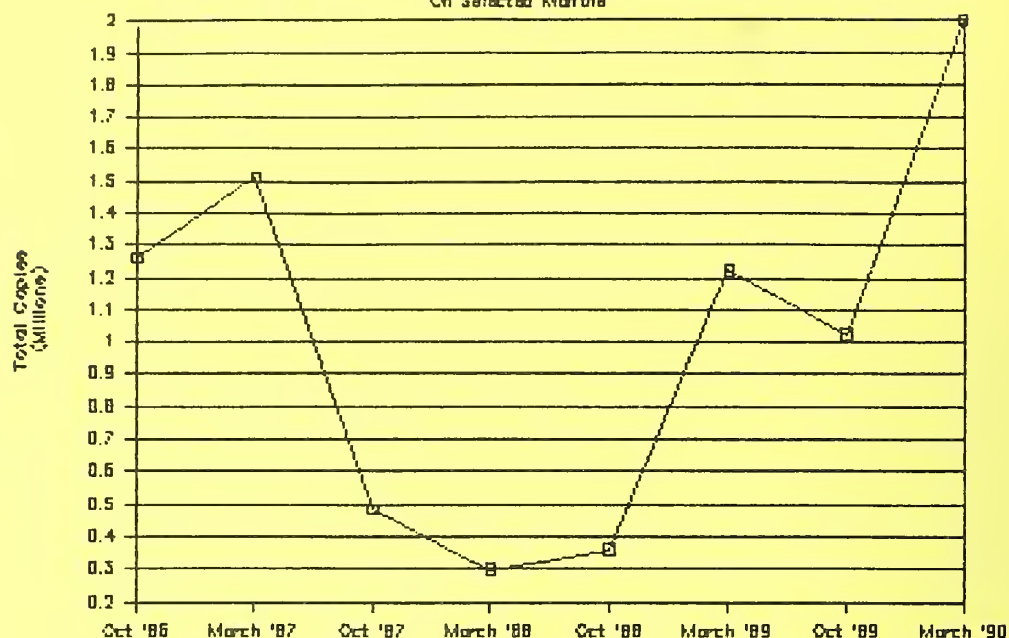
The bad news: not all of the contracts have been issued yet, resulting in a backlog of publications in certain areas. Specifications are being written and reviewed but the fourteen LPS contracts are only a small percentage of the over 700 contracts under the purview of Term Contracts.

The good news: in the microfiche contracts in preparation, LPS will specify that the contractor prepare the fiche for mailing, similar to the bill shipment method. LPS will still perform the quality assurance inspection and prepare the shipping list, but the packages will be ready for mailing, thus reducing the lag in internal LPS processing.



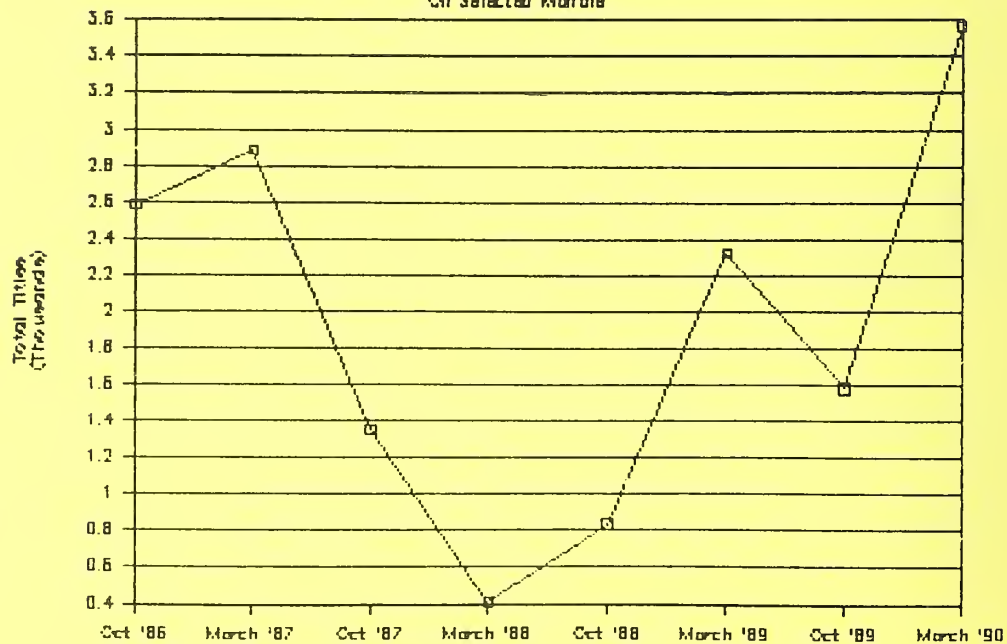
Microfiche Copies Distributed

On Selected Months



Microfiche Titles Distributed

On Selected Months



Depository Microfiche Contracts: Status Report

B354S - Microfiche of Miscellaneous Publications

Term: February 1, 1990 - January 31, 1991 (Anacomp, Inc.)

Status: Contract running smoothly.

B376S - Microfiche of Miscellaneous Maps

Term: February 14, 1989 - March 31, 1990 (Engineered Systems, Inc.)

Status: Current contract running smoothly. Bid opening for the new contract is scheduled for March 26. The contract will be for two years duration.

B456S - Microfiche duplicated from Government-Furnished microfiche

Term: January 24, 1989 - April 30, 1990 (Microform, Inc.)

Status: Contract running smoothly. Solicitation out for bid on a new contract with an opening date of April 4, 1990.

B513S - Monthly Catalog microfiche

Term: April 5, 1989 - May 31, 1990 (Microform, Inc.)

Status: Contract running smoothly.

B532S - Microfiche of House Committee Prints and Hearings

Term: April 1, 1990 - March 31, 1991 (Anacomp, Inc.)

Status: Contract lapsed on June 30, 1989. It was not extended because the contractor was in danger of default. First solicitation for bid in October 1989. Bids opened on November 3, 1989. The three bidders failed the pre-award test. The contract was cancelled and readvertised. New contract awarded in March; to start April 1.

B562S - Microfiche of Congressional Reports and Documents

Term: February 1, 1990 - January 31, 1991 (Anacomp, Inc.)

Status: Solicitations for bid first occurred in August 1989. Five bidders failed the pre-award test. The contract was cancelled and readvertised. The low bidder passed the pre-award test. Contract is running smoothly.

B568S - Microfiche of SEC Dockets and Digest, Tax Court Memos

Status: Contract lapsed on June 30, 1989. It was not extended because contractor was in danger of default. Specifications have been written and are being reviewed. Solicitation for bid will appear in Commerce Business Daily by the end of April. This contract will be the first to incorporate contractor mailing of the final product to depository libraries.

B592S - Microfiche of Congressional Bills

Term: February 14, 1989 - March 31, 1991 (Microform, Inc.)

Status: Contract is running smoothly.

- B613S - **Microfiche of Code of Federal Regulations**
Term: May 17, 1989 - May 31, 1990 (Microform, Inc.)
Status: Backlog of CFR's has been eliminated. Contract running smoothly.
- B788S - **Microfiche of Flood Insurance Studies and NUREGS**
Status: Specifications to be written after B789S contract.
- B789S - **Microfiche of Cancergrams, Daily News, and GAO Reports**
Status: Specifications will be written shortly.
- B790S - **Microfiche of Official Gazettes**
Status: Specifications will be written only if LPS cannot buy "off the shelf" microfiche.
- B791S - **Microfiche of ERIC and CIJE**
Status: Specifications will be written after B788S.
- B795S - **Microfiche of Senate Hearings and Committee Prints**
Term: January 4, 1990 - December 31, 1990 (Microform, Inc.)
Status: Contract is running smoothly



Electronic Corner

Efforts are continuing to implement the first system to provide online access to government information through the Depository Library Program. In early January, GPO mailed copies of an information packet about the Economic Bulletin Board (EBB) pilot project to all depository libraries. This system, administered by the Department of Commerce, can be an invaluable tool for obtaining current economic and statistical information published by a variety of Federal agencies. The pilot project will provide unlimited access to the EBB to 100 libraries for a period of six months. Throughout the pilot project, staff from GPO, the General Accounting Office, Commerce Department, and participating libraries will work closely to assess the implications of electronic information delivery through the Depository Library Program.

The information packet was accompanied by a survey designed to ascertain the interest of individual libraries in participating in the pilot project, as well as elicit other information that will be useful in evaluating the program. Over 75% of all depository libraries responded to the survey before the cutoff date of February 27, 1990. Three hundred and sixty one libraries asked to be considered for inclusion in the project.

As outlined in the materials published in January, the site selection plan for designation of depository test sites was designed to accomplish dual objectives. Of the

100 test sites, 86 libraries will be chosen based on their size, type, and geographic location. The remaining 14 test site allocations were set aside for discretionary assignment to study dissemination of the EBB under special or innovative circumstances.

Using computerized selection techniques and a data base constructed from responses to the EBB survey, GAO generated a list of 86 candidate test sites that reflect the diverse types of libraries that comprise the overall depository community. Assignment of the 14 discretionary test slots is now in progress. All 254 libraries that responded to question #11 on the survey that asked libraries to describe "special circumstances, conditions, or plans associated with [that] library's desire to participate in the Economic Bulletin Board pilot project," are being considered as candidates for one of the 14 discretionary slots and possible case study evaluation. The Depository Library Council has agreed to assist GPO and GAO in this effort. Names of the libraries designated as test sites will appear in Administrative Notes as soon as selections for all 100 participants have been made. Timing for implementation of the EBB pilot project will depend in part on when the selection process is completed.

The Environmental Protection Agency expects to publish the Toxic Release Inventory CD-ROM in late April. GPO already has copies of the CD-ROMs and floppy disks containing software on-hand. A user's manual describing features of the software has already been typeset and is reportedly about to go to press. The final step will be assembling all of the materials into kit folders designed to hold the CD-ROM, floppy disk, and printed manual.

Substantial progress has also been made in working out arrangements with the Department of Energy for implementation of a pilot project to provide online access to the Integrated Technical Information System (ITIS). Another aspect of the project will study the optimum format for dissemination of about 18,000 reports per year that are published by DOE and currently distributed to depository libraries in microfiche format. Technical personnel from GPO and DOE have agreed on specifications for inclusion in a statement of work and an interagency agreement (IAG) between the two agencies. Drafts of both documents are now in the approval stage. Work on the project will begin as soon as the IAG is signed by both agencies, which is expected sometime this spring or early summer.



Number of Publications Distributed to Depository Libraries in FY90

Month	Paper		Microfiche		Total	
	Titles	Copies	Titles	Copies	Titles	Copies
Oct	2,032	843,697	1,585	1,025,993	3,617	1,869,690
Nov	1,925	812,555	1,335	567,687	3,260	1,380,242
Dec	1,246	489,506	2,220	783,228	3,466	1,272,734
Jan	1,905	940,689	3,742	1,541,345	5,647	2,482,034
Feb	1,429	671,771	2,490	941,532	3,919	1,613,303
Mar	1,912	880,344	3,741	1,533,583	5,653	2,366,309
Totals	10,449	4,638,562	15,113	6,393,368	25,562	10,984,312
FY90 Totals*	20,898	9,277,124	30,226	12,786,736	51,124	21,968,624

*Projected FY90 totals based on initial six months' distribution data.

Number of Publications Distributed to Depository Libraries (per Fiscal Year)

Year	Paper		Microfiche		Total	
	Titles	Copies	Titles	Copies	Titles	Copies
78	32,142	12,928,901	4,045	1,544,755	36,187	14,473,656
79	69,878	19,580,302	16,553	7,473,049	86,431	27,053,351
80	34,234	9,395,283	24,438	10,651,385	58,672	20,046,668
81	37,385	11,923,321	27,993	12,820,265	65,378	24,743,586
82	15,849	7,023,392	27,974	13,686,010	43,823	20,709,402
83	18,292	8,553,839	43,850	21,748,730	62,142	30,302,569
84	23,957	10,613,750	33,243	14,826,380	57,200	25,440,130
85	24,247	10,306,385	30,794	13,318,687	55,041	23,625,072
86	17,835	8,340,000	21,655	11,140,000	39,490	19,480,000
87	18,910	8,343,996	23,271	11,152,989	42,181	19,496,985
88	19,195	8,637,116	9,735	5,872,267	28,930	14,509,383
89	20,691	9,023,016	28,770	13,672,308	49,461	22,695,324
Totals	332,615	124,669,301	292,321	137,906,825	624,936	262,576,126

Number of Claims Processed in FY90

	Paper Claims Processed	Microfiche Claims Processed
Oct	4,115	0
Nov	3,777	0
Dec	5,441	684
Jan	3,053	3,228
Feb	3,682	2,522
Mar	3,871	796
Totals	23,939	7,230



GPO Public Meeting: Status Update

On November 9, 1989, a public meeting was held at the GPO to identify opportunities for depository library dissemination of government-derived information products and services offered by non-government providers. GPO speakers explained the Library Programs Service (LPS) and its newest area of activity, the Information Technology Program, including the five pilot projects currently under implementation. Prospective providers were then asked to submit descriptions and costs of suitable government-derived information products and services that they could make available to depository libraries.

By the end of February 1990, GPO had received nine submissions from prospective providers. As some of the submissions contain proprietary, trade secret information, GPO is not at liberty to discuss them. Suffice to say, however, that the submissions were quite varied, ranging from basic library information products and services offered by familiar vendors to others considerably less conventional and more innovative.

The nine submissions are presently under analysis and evaluation within LPS. At the next stage of the process, LPS will forward summaries and recommendations for policy review.



Responses to Fall 1989 Council Recommendations

Recommendation 1: The Depository Library Council recommends that the Library Programs Service (LPS) install a dedicated telefacsimile (FAX) machine and telephone line in the Claims Section for claims and related communications from Depository Libraries.

Rationale: A dedicated telefacsimile (FAX) machine for the Claims Section will expedite communication between GPO and the Depository Libraries and increase efficiency.

RESPONSE: Library Programs Service has ordered two FAX machines; one for the Depository Distribution Division and one for the Library Division. These machines are in addition to the two FAX machines dedicated to the Acquisitions/Classification function.

Recommendation 2: To correct agency violations of Title 44 requirements to provide publications for the Depository Library Program, the Depository Library Council urges that the Government Printing Office (GPO) and the Joint Committee on Printing (JCP):

(a) inform such agencies of their obligations under Title 44 through continued educational and outreach activities and through prompt publication and wide distribution of the pending JCP "Guidelines;" and

(b) in case of persistent agency non-compliance, require agencies to fulfill their obligations using appropriate provisions of Title 44.

Rationale: As regularly reported in Administrative Notes, many eligible publications are not made available to Depository Libraries. These cases of non-compliance with Title 44 should be vigorously pursued by both GPO and JCP on behalf of Depository Libraries and the citizens they serve.

RESPONSE: LPS regularly participates in the Interagency Printing Assistant's Workshops, which are three-day workshops presented by GPO, designed to acquaint Agency Printing Officers and their staffs with GPO policies, procedures, and capabilities. LPS is allocated a time slot during which the Chief, Depository Administration Branch, provides a brief overview of the Depository Library Program and the Agency responsibilities as described in Title 44. She then elaborates on the acquisitions function and ways in which the Agencies and GPO work together to obtain stock for distribution to Depository Libraries. LPS staff is also available to participate, as appropriate, in training activities of the Federal Printing Institute. Additionally, in the past LPS has routinely appeared before the Federal Publisher's Committee, providing information on the Depository Library Program, with special emphasis on acquiring publications.

The "Guidelines for the Provision of Government Publications for Depository Library Distribution" have been finalized and submitted to the chairman, Joint Committee on Printing, for approval. When approved, they will be issued as a GPO Circular letter, as well as incorporated into the Agency Procedural Handbook. Additionally, LPS will be using the "Guidelines" as a stand-alone handout as opportunities arise.

Additionally, JCP and LPS have discussed revising the procedures used to request publications from the Agencies (the Publication Request Forms). There is agreement on the nature of the changes that will be made; LPS will begin revising the text of the publications request letter itself in the near future. This step is being undertaken in an effort to encourage Agency compliance with the requirements of Title 44; GPO has no enforcement authority under the law.

Recommendation 3: The Depository Library Council recommends that the Government Printing Office (GPO) provide the unpublished data collected in the Hernon-McClure study to qualified researchers with the name and address fields deleted, if necessary.

Rationale: The printed report revealed only portions of the data collected by the survey. This data would provide valuable descriptive information on the surveyed Depository Library collections and their users.

RESPONSE: GPO does not object to providing machine-readable data from the Hernon-McClure study. In order that the confidentiality of responding libraries be maintained, however, certain modifications must be made to the files so that data on individual libraries are not divulged.

Recommendation 4: The Depository Library Council recommends that the Library Programs Service (LPS) give priority to Regional Depository Libraries in filling claims.

Rationale: Giving priority to Regional Libraries in the claims process will provide a stronger network through which depository publications can be accessed. Delays in the receipt of shipments and claim requests cause some Regional Libraries problems in obtaining claim copies before supplies are exhausted. To correct this situation, LPS will need to hold all claims for a period of time to allow an opportunity for Regional Libraries to submit their requests before LPS begins fulfillment of claims.

RESPONSE: LPS appreciates the concerns of Regionals, given their responsibility to maintain a comprehensive archive of government publications. As current quality control procedures have not proven totally effective in eliminating regional claims, LPS will begin allowing regional libraries to fax claims directly to the Claims Section of LPS. As soon as the new fax machine has been installed, LPS will publish revised claiming procedures for Regionals in Administrative Notes.

Recommendation 5: The Depository Library Council supports the continued choice of format for the bound Congressional Record, including the options of CD-ROM, microfiche, and paper. The unknown factor of the archival quality of diazo microfiche and CD-ROM reinforces the importance of paper copy as a permanent record. Since depository libraries will be offered only the choice of microfiche or CD-ROM, the Depository Library Council recommends that the Public Printer consider increasing the volume of paper copies of the bound Congressional Record available through the Sales Program. The Council further recommends that GPO survey the Depository Libraries to determine how many would like to purchase paper copies of the bound Record to ensure that adequate supplies of the paper edition are available for purchase by Depository Libraries.

Rationale: The Congressional Record is a critical primary source of government information and every effort should be made to anticipate and meet the demand for paper copies, particularly in Depository Libraries that should be eligible for free distribution of the paper distribution.

RESPONSE: The Bound Congressional Record is sold by the Superintendent of Documents and at this time sufficient stock is available to meet our present demands. Should sales warrant, we will be glad to increase our requisition quantity to meet any increase in demands. The latest edition published is the 100th Congress 1st session 1987, and Volume 133 (1987) and 134 (1988) will be released soon. A request for information concerning possible additional demand for the bound Record may be found on page 4.

Recommendation 6: The Depository Library Council recommends that the Government Printing Office actively pursue public domain information retrieval software necessary for CD-Rom applications so that electronic government information is not being withheld from the Depository Library Program solely due to software licensing fees.

Rationale: Some CD-ROM products are not currently offered to Depository Libraries because funds for software licensing fees are not available. It is critical for GPO and its Depository Library Program to include CD-ROM applications from federal government agencies in order for them to meet their missions of an informed polity and citizenry.

RESPONSE: The choice of software to accompany CD-ROM products is based on the requirements set forth by the publishing agency for particular retrieval functions, display characteristics, speed of access, etc. To date, we have experience with only one CD-ROM product (the Toxic Release Inventory) involving proprietary software and a licensing agreement stipulating restrictions for its use. In that instance, GPO elected to pay a one-time fee in order to satisfy all of the Government's distribution requirements, including copies for depository libraries. In the future, terms of licensing agreements for CD-ROM products developed by GPO are likely to vary from one product to another. For example, in order to provide comprehensive, high-quality CD-ROM

publishing services to other Federal agencies, GPO has just awarded four multiple-use contracts with per disc fees ranging from \$5.00 to \$60.00.

Recommendation 7: The Depository Library Council recommends that a distinctive, incremental accession or control number that includes the year in which the item was cataloged or processed be an integral part of all records in the new GPO cataloging tapes.

Rationale: Many libraries use the Monthly Catalog identification number for a variety of purposes. Some of these include the unique identification of map records in local systems and the unique identification of some commercial microprint/microfiche reproductions purchased by many libraries to minimize their storage problems. Absence of a Monthly Catalog number can be alleviated by such a new, and perhaps less costly, numbering system without sacrificing the benefit of more timely availability of the information.

RESPONSE: LPS noted the concern about the Monthly Catalog identification number which was expressed by a number of librarians and tape users at the Fall 1989 meeting of the Depository Library Council. Following the meeting, LPS requested that the program which produces the new GPO cataloging tapes be modified to provide for a control number which will have the look and feel of the Monthly Catalog identification number, and this modification was successfully completed in December, 1989. This control number will be in the format yy-nnnnn, where yy represents the catalog year for which the record was processed, and nnnnn is a sequential control number which begins each year with 50000. This different numerical range is being employed to avoid duplicating the Monthly Catalog identification numbers. This sequential control number may prove useful in identifying and selecting records, particularly with replacement records.

Recommendation 8: The Depository Library Council respectfully requests that the Public Printer again request that the Joint Committee on Printing (JCP) authorize the use of funds appropriated for publication of the final Congressional Record in microfiche.

Rationale: Council is concerned that these funds will be lost if they are not spent. Council is also very concerned about the state of the 850 Depository Libraries who selected the Congressional Record microfiche who now have no copy of this vital publication in any format.

[TABLED UNTIL SPRING COUNCIL MEETING]

Recommendation 9: The Depository Library Council recommends that the Government Printing Office (GPO) in cooperation with the National Archives and Records Ad-

ministration (NARA) develop a preservation plan for master copies of GPO-produced publications, regardless of format.

Rationale: Preservation is a growing concern for libraries faced with information produced on a variety of media. The Council recognizes the efforts taken to preserve paper documents, and looks forward to continued efforts toward preservation of all formats.

RESPONSE: According to Title 44 USC, statutory responsibility for preservation of government documents, including non-print materials, is vested in the Archivist of the United States. Accordingly, the Public Printer will advise Archivist Don W. Wilson, who directs activities of the National Archives and Records Administration (NARA), of the concerns expressed by the Depository Library Council. GPO will continue to fulfill its role in preserving government publications by making available for transfer to NARA a complete collection of all publications, regardless of format, that are cataloged by GPO and distributed to depository libraries.

Recommendation 10: The Depository Library Council recommends that the paper edition of the bound Congressional Record be offered for depository library distribution at least to all of the Regional Depositories.

Rationale: The Congressional Record is a critical primary source of government information and every effort should be made to have at least one paper copy available through each Regional Depository Library.

RESPONSE: The Joint Committee on Printing and the Government Printing Office have communicated Council's concern to the House and Senate Appropriations committees. All parties are working together to arrive at a mutually acceptable solution; however, as of March 30, no formal decision regarding paper distribution of the final Congressional Record had been reached.





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The Editor, *Administrative Notes*
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